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OFFICE OF TRAINING REGULATION NO. 20-3

1 August 1962

SUBJECT : THE TRAINING CAREER BOARD

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REFERENCE : [REDACTED], The CIA Career Council and the Career Services

RESCISSION : OTR Regulation No. 20-3, dated 13 August 1952
OTR Regulation No. 20-3/1, dated 9 February 1953

1. GENERAL

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The Training Career Board is organized and functions in accordance with [REDACTED].

2. ORGANIZATION

a. The Training Career Board (hereafter identified as the Board) is composed of the following:

Chairman : Director of Training

Members : Deputy Director of Training
Chiefs of Schools and Staffs
Chief, Junior Officer Training Program
Chief of Station, [REDACTED]

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Secretariat : Secretary, Training Career Board
Personnel Officer, OTR
Secretary, OTR Promotion Panel

b. Meetings of the Board will be held on the first and third Thursday of each month. There will be no meetings in July and August. If a member of the Board is unable to attend a meeting, he will notify the Chairman's office and at that time he will recommend a substitute, normally, his Deputy.

c. Recommendations for promotions will be considered at the first Board meeting of each month. In executive session the Board will rank personnel in grades GS-12 through GS-14 for promotion purposes in accordance with the Agency's schedule for competitive evaluation. The Board will approve the final ranking of personnel in Grades GS-9 through GS-11. Preliminary competitive ranking of personnel in Grades GS-9 through GS-11 will be made by the OTR Promotion Panel.

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d. Career Preference Outlines of members of the Training Career Service will be reviewed at the second Board meeting of each month. Members of the Board at this meeting will be the Director of Training, Deputy Director of Training, Chief, Assessment and Evaluation Staff, the Chief of the School or Staff whose Career Preference Outlines are being reviewed, and the Board Secretariat.

3. RESPONSIBILITIES

The Board shall:

- a. Advise the Director of Training on personnel management matters.
- b. Monitor the application and functioning of the Agency's personnel program as it affects members of the Training Career Service.
- c. Review and recommend final action with respect to plans proposed for the development of members of the Training Career Service, including
 - (1) Career Preference Outlines
 - (2) Promotions
 - (3) Training
 - (4) Applications for language awards.
- d. Perform related functions and duties required by the Director of Training.

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MATTHEW BAIRD
Director of Training

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